

Minutes of Whaddon Parish Council annual meeting held on 13th May 2013 at 7.30p.m. in the Village Hall, Church Street, Whaddon, Nr Royston, Hertfordshire, SG8 5RY.

Present:	Chair	Mrs M Peyton
	Councillors	Mrs K French, Mrs J Lewis (from 7.35p.m.), Professor A Milton (until 9.10p.m.), Mr R Scott
	Parish Clerk	Mrs G van Poortvliet
	District Councillors	Mr N Cathcart, Mr D McCraith
	County Councillor	Mr A Dent
	Parishioners	3 present

- 1.0 Election of the Chair of the Parish Council (PC) and receipt of Chair's Declaration of Acceptance of Office** – resolved that Mrs M Peyton be elected as Chair of Whaddon PC. A declaration of Acceptance of Office of Chair was duly signed.
- 2.0 Election of the Vice-Chair of the PC** – resolved that Mr L Ginger be elected as Vice-Chair.
- 3.0 Apologies for Absence** – received from Cllr L Ginger. Notification of late arrival received from County Cllr A Dent.
- 4.0 Declarations of Interest** - none declared.
- 5.0 Minutes – approval and signing of minutes from PC meeting of 8th April 2013** – Resolved: that the minutes be signed by the Chair as a true and correct record. (Cllr J Lewis entered the meeting – 7.35p.m.)
- 6.0 Standing Committees (Planning Committee):**
 - 6.1 Review of Terms of Reference and Delegation Arrangements for the Planning Committee** – reviewed; no changes required.
 - 6.2 Receipt of nominations to the Planning Committee** – Resolved: that the following be appointed to the Planning Committee: Cllr K French, Cllr L Ginger, Cllr A Milton, Cllr M Peyton and Cllr R Scott.
- 7.0 Review of PC Standing Orders and Financial Regulations** – reviewed and resolved that item 31a of the Standing Orders be amended from 'on receipt of a notification that there has been an alleged breach in the code of conduct the Proper Officer shall refer it to South Cambridgeshire District Council's Standards Committee to 'on receipt of a notification that there has been an alleged breach of the code of conduct the Council shall process this in accordance with its Complaints Procedure regarding any breach of the Code of Conduct for Members.' Action: the Clerk to amend the Standing Orders and circulate them to the Cllrs.
- 8.0 Review of Inventory of Land and Assets** – reviewed. Actions: Cllr Lewis to obtain an itemised insurance schedule from Whaddon Village Hall & Recreation Ground Trust's insurers and to check if the benches and recreation ground railings are included. The Clerk to check the cost of individual posts and safety signs in Bridge Street and to consider if these should be insured (compared to the insurance excess).
- 9.0 Review and Confirmation of arrangements for insurance cover:** reviewed. The PC is in the second year of a three year insurance deal with Zurich.
- 10.0 Review of PC and PC employee membership subscriptions:** Resolved: that the following subscriptions be approved:

- Cambridgeshire & Peterborough Association of Local Councils
- Society of Local Council Clerks
- Cambridgeshire ACRE

11.0 **Reviewing of procedures for:**

11.1 **Complaints** – reviewed; no changes required.

11.2 **Requests under Freedom of Information Act 2000 and the Data Protection Act 1998** – reviewed; no changes required.

11.3 **Dealing with the Press/Media** – reviewed; no changes required.

12.0 **Setting Dates and Times for Ordinary Meetings of the full PC for 2013/14:** Resolved: to hold meetings on the second Monday of the month (except August and December). Action: the Clerk to circulate the 2013/14 meeting dates, publish them on the main notice board and the website and book a venue.

13.0 **Report from Clerk and Councillors on business remaining from previous meetings:** a verbal report was given.

- Co-option of Cllr – this would take place next month due to holiday arrangements.
- New Speed Limit in Operation replacement signs – the law states that such signs can only be displayed for six months after a new speed limit comes into force. It would not be worth purchasing replacement signs due to these time restrictions. Speedwatch are looking at some ‘Community Speedwatch Operates Here’ signage which might be a suitable alternative and could make use of the same posts at the entrance and exit to the village.
- Damaged bench on corner of Meldreth Road – this had now been removed. Thanks were expressed to the Walker family.
- Street name signs (Ridgeway Close and Coningsby Terrace) – SCDC had confirmed they would look at these. Action: District Cllr Cathcart to intervene to ensure that the existing signs were refurbished and not replaced with plastic ones.
- Salt bin for Town Farm Close – some options had been identified for locating a salt bin on the adopted section of the road. These would involve cutting back the shrubbery that was currently planted there. Action: Cllr French to speak to TFC residents to see if they were interested in having a salt bin and where it could best be located.
- Village archive – it was understood that temporary storage had been found for the archive in the home of a resident. Action: the Chair to confirm.
- Village sign – this had been repainted by Mr N Shaw free of charge. Action: the Clerk to write to Mr Shaw to thank him.
- Cycling on the pavement by Cardiff Place – the police had confirmed that it is illegal for anyone (regardless of age) to cycle on the footway. However, officers were meant to use their discretion where the alternative meant cycling in a very busy section of the road.

14.0 **Reports from District and County Cllrs:**

District Cllrs’ Report: a verbal report was given:

- Litlington Wind Farm – no month had yet been allocated for the Planning Committee to consider this application.
- Bassingbourn Barracks – the Ski Club would be allowed to use an alternative entrance to the dry ski-slope.
- Village Framework – although no decisions had been made about the proposed changes to the framework, SCDC’s viewpoint was that the suggestions were too big for the size of the village. The framework seeks to provide protection from speculative development.
- Local Green Spaces – the sites proposed by the PC appeared to have met the criteria to be put forward as Local Green Spaces.

The Chair welcomed the newly elected County Cllr, Mr Adrian Dent.

County Cllr's Report: a verbal report was given:

- Bassingbourn Barracks – the Ski Club would stay operational for a while longer (although it was considering other locations) but the Golf Club was planning to wind up. Some other clubs were still uncertain about their future. County Cllr Dent has a meeting with the Defence Infrastructure Organisation next week. The Barracks had not been mothballed and there was likely to be a further announcement in September.
- Broadband – Linda Oliver had briefed County Cllr Dent and he would be in contact with BT to see what options were available to Whaddon. Action: The Chair to forward County Cllr Dent the broadband report for Whaddon.

15.0 Public Participation:

A member of the public (and Neighbourhood Watch co-ordinator) reported the following:

- the village email system now included 110 houses and more were expected to be included once the parish plan questionnaires had been returned.
- A Police Inspector based in Huntingdon had been appointed as Speedwatch Co-ordinator. A recent Speedwatch test in Meldreth Road showed more modest speeds by drivers.

16.0 Planning – noting of SCDC decision re S/0499/13/FL, 134 Bridge Street, for a single storey rear extension: planning permission granted.

17.0 Finance:

17.1 Approval of Payments - Resolved: that the following payments be approved:

Cheques already approved (17th April 2013)

Cheque No. 100815, for £88.00, Hales Printers, newsletter printing.

Cheques to be signed today (13th May 2013)

Cheque No. 100816, for £431.60, Zurich Municipal, insurance premium 2013/14.

Cheque No. 100817, for £30.00, Mr B Huett, internal audit.

Cheque No. 100818, for £1,399.20, Mr P Haselden, cricket nets (S106).

Cheque No. 100819, for £710.00, R L Green, assembly of cricket nets (S106)

17.2 Approval of transfer of funds to Traffic Management Reserve – Resolved: that £6,000 be transferred from the general reserve to the traffic management reserve with effect from 31st March 2013.

17.3 Presentation of annual return and accounts to 31 March 2013 – the Clerk presented the accounts to 31 March 2013 and invited questions.

17.4 Noting of internal auditor's report – noted; no action required.

17.5 Signing of Annual Return – Resolved: that the Chair sign the Accounting Statements and Annual Governance Statement for the year ended 31 March 2013. Action: the Clerk to submit the Annual Return to the external auditors in line with the audit deadline.

17.6 Signing of Simple Servicing Authority for bank accounts – Resolved: that the PC sign the necessary authority to permit the Clerk to make balance enquiries, make transfers between the PC's accounts, request statements, stop cheques and order cheque books. The Chair and Cllr French signed the Simple Servicing Authority. Action: the Clerk to complete a personal details form and return the paperwork to Barclays for processing.

17.7 Consideration of Cricket Club application for additional S106 funds – this item was postponed until a later date.

18.0 Correspondence

- WVHRGT – agenda for meeting on 6nd May 2013.
- Alfred John Palmers Trust – accounts for year to 31/12/12
- Letter from resident concerning the cutting of the verges in the village on Friday 2nd May. Action: the Clerk to write to the grass cutting contractor regarding the concerns raised.

- 19.0 Code of Conduct – adoption of amendments:** Resolved: to adopt the amendments to SCDC’s Code of Conduct providing definitions of the Nolan Principles by which the code is to be interpreted. Action: the Clerk to update the Code of Conduct and circulate it.
- 20.0 Parish Plan – update:** a verbal update was given by Cllr K French. The Parish Plan questionnaires had now mostly been collected and the responses were being collated. The response rate had been very high. It was intended to hold a public meeting around September or October to present the findings.
- 21.0 Whaddon Village Hall & Recreation Ground Trust – update:** a verbal update was given by Cllr Lewis (Chair, WVHRGT):
- Recreation Ground Railings – these had now been painted by a group of volunteers. Thanks were expressed to all who helped in this successful event.
 - Grant funding – the Trust had received a grant of £9,800 from Awards for All and were through to the final stages of the application process to Amey Cespa. If they were successful in obtaining an Amey Cespa grant work could commence in the summer.
 - Building Contractor – a contractor had been selected (H&H Builders).
 - Trust document – as the Playground Project had been disbanded the Trust document may have to be altered to reflect this change – this was being looked into. A second elected Trust member was now needed from the PC. Action: the Clerk to table an agenda item regarding the need for another PC member. (Cllr a Milton left the meeting 9.10p.m.)
- 22.0 Village Upkeep and Maintenance – reporting of issues:**
- Tree stump Ridgeway Close – a tree had been removed from the grass area in front of Ridgeway Close but a stump remained. Action: the District Cllrs to ask the relevant department at SCDC to remove the stump.
 - Potholes – some potholes had been repaired whilst others nearby remained untouched. The potholes on the A1198 between Kneesworth and Royston were potentially very dangerous. Action: The Chair to send an email to County Cllr Dent. County Cllr Dent to follow this up with CCC Highways.
 - Hedge in Whaddon Gap Car Park – this had been cut back but no invoice had been received by the PC. Action: the Clerk to follow up with the contractor.
 - Fly tipping – regular fly tipping had been noted about half way up from Whaddon Gap car park, on the left hand side. This was on private land and it would be up to the landowner to report it to SCDC.
 - Training courses for new Cllrs – Action: the Clerk to check when these were due to take place and advise the Cllrs.
 - Dog fouling – a lot of dog fouling had been seen on various footpaths around the village. Action: an email to be sent out reminding residents of the need to pick up after their dogs.
- 23.0 Items for next meeting:**
- Co-option of Cllr
 - Review of 2013/14 Risk Assessment
 - Whaddon Village Hall and Recreation Ground Trust – nomination of second PC member
 - Speedwatch signs
- 24.0 Date of next meeting - Monday 10th June 2013.**

There being no further business the meeting closed at 9.20 pm